

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

20 May 1968

To: All Training Officers of the Agency

ADMINISTRATIVE PROCEDURES COURSE

Effective with Course No. 8 - 68 beginning 24 June 1968 a redesigned Administrative Procedures Course is offered to all offices of the Agency for non-professional employees.

The course will prepare students for work in Headquarters offices of the Clandestine Services and in other offices of the Agency that work with the Clandestine Services and provide support to overseas installations.

The course is in two parts. All students will attend the first three and a half days and receive instruction in Mission and Functions of the Clandestine Services, Security Problems in Overseas Correspondence, Dispatch, Telepouch and Cable Procedures, Domestic Travel and Reimbursement Voucher preparation and familiarization with Operational Terminology. Non-Clandestine Services sponsored students will complete the course with this instruction. Clandestine Services sponsored students will remain another day and a half for instruction in Clandestine Services Records, Name Checks, and Project Procedures.

Most new employees should spend from four to six weeks in their first office of assignment before being enrolled in Administrative Procedures. This will give the employee time to assimilate entrance-on-duty briefings and instructions and to become familiar with the appearance and general tempo of their own office.

For further information on course content, please call the Chief Instructor, Mrs. [REDACTED] extension [REDACTED] on registration call the Registrar, OTR, extension [REDACTED]

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